



# KANSAS WIC PROGRAM BOOKLET

Information for Vendors

Effective: October 2011

# WHAT IS WIC?

WIC is a nutrition program that provides nutrition and health education, healthy food and other services to Kansas families who qualify. WIC stands for Women, Infants and Children.

WIC's goal is to help keep pregnant and breastfeeding women, new moms, and kids under age 5 healthy. To do this, WIC provides:

- Personalized nutrition information and support
- Checks to buy healthy food
- Tips for eating well to improve health
- Referrals for services that can benefit the whole family

WIC clients may receive two types of checks:

- A standard WIC check that lists specific foods that may be purchased.
- A Fruit and Vegetable Check that has a fixed-dollar amount printed on it for the purchase of fresh, frozen or canned fruits and vegetables.



For more information about the Kansas WIC Program, go to [www.kansaswic.org](http://www.kansaswic.org) and click on the *Information for WIC Vendors* link on the left.



## WHAT ROLE DOES A WIC VENDOR PLAY?

WIC vendors play an important role in the health community. WIC checks contain a food prescription designed to supplement the WIC client's nutritional needs. The vendor fills the prescription, ensuring that the client receives what is prescribed on the check. Vendors act as the final step in the WIC process. The vendor's role is vital to the success of the WIC program because the nutritious WIC foods are designed to promote the healthiest possible birth outcomes, as well as the growth and development of children.

Baby Food/Infant Cereal/Infant Formula/Milk/Eggs/Cheese

Fruits & Vegetables

Juice

Peanut Butter/Beans/Fish/Whole Grains

Breakfast Cereals

## BABY FOOD

### Fruits & Vegetables - 4 oz jars

- Single or mixed fruits
- Single or mixed vegetables
- No added sugar, starch or salt
- No added DHA/ARA

**Cannot buy:** desserts, dinners, cobblers, delights, multi-packs or organic

### Meats - 2 1/2 oz containers

*Available to exclusively breastfed babies only.*

- Single meats with broth
- Single meats with gravy

**Cannot buy:** dinners or organic

Recommended brands that have products to meet the above criteria include: Beechnut, Gerber

Beech Nut



## INFANT CEREAL

### 8 oz box or larger

Any brand

Your choice of:

- Barley
- Mixed
- Oatmeal
- Rice
- Whole Wheat

**Cannot buy:** cereal with added fruit, formula, DHA/ARA or organic

## INFANT FORMULA

The brand, type and size as listed on the check.

**Cannot buy:** any other brand, type or size



## MILK

### Type and container size as listed on the check

Any brand

- Skim, 1/2%, 1%, 2%
- Whole Milk
- Fat free, Lowfat or Reduced Fat Lactose Free
- Whole Lactose Free
- Fat Free or Lowfat Evaporated
- Whole Evaporated
- Nonfat Dry

**Cannot buy:** buttermilk, flavored milk, raw unpasteurized milk, non-dairy milk substitutes, rice milk, organic or almond milk

## EGGS

### One Dozen

Any brand

Your choice of:

- Grade AA Large
- Grade A Large

**Cannot buy:** brown, free-range, specialty eggs (Eggland's Best or EggsPlus) or organic



## CHEESE

### One 16 oz package or two 8 oz packages

Any brand

Your choice of:

- Pasteurized Processed American (sliced)
- Cheddar (block)
- Cojack (block)
- Colby (block)
- Monterey Jack (block)
- Mozzarella (block)
- Swiss (block)

**Cannot buy:** imported cheese, cheese food, product or spread, shredded cheese, cheese with added flavors, individually wrapped slices or organic

Baby Food/Infant Cereal/Infant Formula/Milk/Eggs/Cheese

Fruits & Vegetables

Juice

Peanut Butter/Beans/Fish/Whole Grains

Breakfast Cereals

## FRUITS & VEGETABLES

### Fresh Fruits & Vegetables

- Any variety of fresh, bulk fruits and vegetables, including sweet potatoes and yams
- Bagged salad mixes
- Bagged vegetables
- Cut fruit or vegetables

**Cannot buy:** russet, white, red, yellow, blue or purple potatoes; items from the salad bar, party trays, fruit baskets, decorative fruits or vegetables, nuts, herbs or spices

### Canned Fruits & Vegetables

- Any variety of canned fruits and vegetables, regular or low sodium, without added syrup, sweetener, flavoring, fat, oil, sauce, meat, pasta, rice or noodles

**Cannot buy:** russet, white, red, yellow, blue or purple potatoes; sauerkraut, baked beans, pork and beans, black beans, kidney beans, navy beans, lima beans, split peas, lentils, other mature legumes, soups, ketchup, relishes, condiments, pickled vegetables and olives

### Frozen Fruits & Vegetables

- Any variety of frozen fruits and vegetables, without added syrup, sweetener, flavoring, fat, oil, sauce, meat, pasta, rice or noodles

**Cannot buy:** russet, white, red, yellow, blue or purple potatoes; or any mixes containing these type of potatoes; products with any ingredients other than fruit or vegetables



### Fruit and Vegetable Purchases

- Must be separated from items listed on other WIC checks.
- Any combination of fresh, frozen or canned fruits and vegetables.
- The WIC Fruit and Vegetable Check shows the dollar amount of fruits and/or vegetables the WIC customer can purchase, not the number of items. For example: \$10.00 Fruits and Vegetables.



Fruits & Vegetables

Juice

Peanut Butter/Beans/Fish/Whole Grains

Breakfast Cereals

# **JUICE** Buy only the container size and quantity listed on your WIC Check.

## **100% Fruit Juice Only**

- No sugar added
- No refrigerated
- No organic or DHA
- No juice cocktails, drinks or ades
- No infant juice

**Orange Juice**  
Any brand  
• Concentrate or 64 oz

**64 oz. Plastic Bottles:**  
*Juices highlighted in yellow are for children only.*



**64 oz. Plastic Bottles**  
• Any flavor



**64 oz. Plastic Bottles**

- Apple
- Berry Blend
- Cherry Blend
- Grape
- Punch Blend
- White Grape

**12 oz. Frozen Concentrate**

- Apple
- Grape



**64 oz. Plastic Bottles**

- Apple
- Grape
- White Grape

**12 oz. Frozen Concentrate**

- Apple
- Grape



**64 oz. Plastic Bottles**

- Concord Grape
- White Grape
- Just Juice Apple
- Just Juice Berry
- Just Juice Cherry
- Just Juice Fruit Punch
- Just Juice Grape

**12 oz. Frozen Concentrate**

- Apple



**64 oz. Plastic Bottles**

- Any flavor

**11.5 oz. Shelf Stable Concentrate**

- Any flavor



**64 oz. Plastic Bottles**

- Apple
- Grape
- White Grape

**12 oz. Frozen Concentrate**

- Apple
- Apple Calcium
- Grape
- Pineapple Orange



**64 oz. Plastic Bottles**

- Apple
- Disney Grape
- Grape
- Grape Juice Plus
- Harvest Apple
- Red Grape
- White Grape

**11.5 oz. Frozen Concentrate**

- Apple
- Apple Cranberry
- Autumn Blend
- Grape
- Spring Blend
- Summer Blend
- White Grape
- Winter Blend



**64 oz. Plastic Bottles**

- Apple
- Grape
- White Grape

**12 oz. Frozen Concentrate**

- Apple



**64 oz. Plastic Bottles**

- Apple



**64 oz. Plastic Bottles**

- Apple
- Premium Apple



**64 oz. Plastic Bottles**

- Any flavor with a green lid

**12 oz. Frozen Concentrate**

- Any flavor with a green lid



**64 oz. Plastic Bottles**

- Apple
- Apple Fresh Pressed
- Berry
- Cherry
- Fruit Punch
- Grape
- Orange Tangerine
- White Grape

**12 oz. Frozen Concentrate**

- Apple



**64 oz. Plastic Bottles**

- Apple

**12 oz. Frozen Concentrate**

- Apple
- Grape



**64 oz. Plastic Bottles**

- Apple
- Grape
- White Grape
- Juice-A-Lot Berry
- Juice-A-Lot Cherry
- Juice-A-Lot Grape
- Juice-A-Lot Punch

**12 oz. Frozen Concentrate**

- Apple



**64 oz. Plastic Bottles**

- Apple
- Grape



**64 oz. Plastic Bottles**

- Apple

**12 oz. Frozen Concentrate**

- Apple



**64 oz. Plastic Bottles**

- Grape



**11.5 oz. Shelf Stable or Frozen Concentrate**

- Any flavor with a yellow band

Juice

Peanut Butter/Beans/Fish/Whole Grains

Breakfast Cereals



## PEANUT BUTTER

16 - 18 oz jar

Any brand

- Smooth/Creamy
- Crunchy

**Cannot buy:** peanut butter spreads, peanut butter with added flavors or fortified peanut butter, natural or organic

## FISH

5 - 15 oz containers

Any brand

*Available to exclusively breastfeeding mothers and pregnant or breastfeeding mothers with twins or triplets.*

Light Tuna, chunk

- Packed in water or oil

Pink Salmon

- Packed in water or oil

**Cannot buy:** albacore tuna, tuna spreads, or any other type of salmon, lunch packs, or fish with added flavoring

## DRIED BEANS/PEAS

Up to 1 lb bag

Any brand

Your choice of:

- Dried Beans
- Peas
- Lentils

**Cannot buy:** soup mixes



## CANNED BEANS

14 - 16 oz can

Any Brand

- Black Beans
- Black-Eyed Peas
- Fat-Free Refried Beans
- Garbanzo or Chickpea Beans
- Great Northern Beans
- Kidney Beans
- Lentils
- Lima or Butter Beans
- Navy Beans
- Pinto Beans
- Split Peas

**Cannot buy:** green beans, baked beans, flavored beans, pork and beans or beans/chili, soups, beans containing added sugars, fats, meats or oils

## WHOLE GRAINS

100% Whole Wheat Bread/  
Rolls/Buns

12 - 32 oz packages

Product labels for breads/rolls/buns must include the words **100% Whole Wheat**. Whole wheat flour must be the first ingredient listed.

Recommended brands that have 100% Whole Wheat products to meet the above criteria include:



Tortillas

8 - 32 oz containers

**Whole Wheat Tortillas:**

- Best Choice
- Celia's
- Chi Chi's
- Don Pancho
- Food Club
- Guerrero
- Hyvee
- IGA
- Kroger
- La Banderita
- Mama Lupe
- MiCasa
- Mission
- Ortega
- Pride of Kansas
- Santa Fe
- Shurfine
- ShurFresh

**Cannot buy:** any other brand

**Soft Corn Tortillas:**

Any brand

Brown Rice

12 - 32 oz containers

Any brand

- Instant
- Quick
- Regular

**Cannot buy:** products with added sugar, salt, flavoring, fat or oil

*Things to look for when  
scanning whole wheat bread*



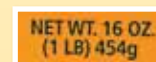
**STEP 1:**  
**Check the Label**

Label says "100% Whole Wheat"



**STEP 2:**  
**Check the Ingredient List**

Whole Wheat flour is the first ingredient listed



**STEP 3:**  
**Check Ounces in Product**

Make sure you don't go over the ounces listed on your WIC check

# BREAKFAST CEREALS

Good Source of Iron, Fiber, Folic Acid and Other Nutrients

## Cold Cereal 12, 18, 24 or 36 oz packages only



- Corn Flakes
- Crisp Rice
- Crispy Corn & Rice
- Nutty Nuggets
- Wheat Flakes



- Berry Berry Kix
- Cheerios
- Honey Kix
- Kix



- Corn Flakes
- Crispy Rice
- Crunchy Nuggets Cereal
- Frosted Shredded Wheat
- Toasted Oat Cereal



- Corn Flakes
- Crisp Rice
- Crispy Hexagons
- Nutty Nuggets
- Wheat Flakes Cereal



- Corn Flakes
- Crisp Rice
- Crispy Corn & Rice
- Frosted Shredded Wheat
- Nutty Nuggets



- Corn Flakes
- Crispix
- Frosted Mini Wheats Bite Size
- Frosted Mini Wheats Bite Size Touch of Fruit in the Middle
- Rice Krispies
- Rice Krispies Gluten Free
- Special K
- Unfrosted Mini Wheats



- Bite Sized Frosted Shredded Wheat
- Corn Flakes
- Crispy Rice
- Nutty Nuggets



- Blueberry Cream Mini Spooners®
- Crispy Rice
- Frosted Mini Spooners®
- Honey & Oat Blenders®
- Honey & Oat Blenders® with Almonds
- Strawberry Cream Mini Spooners®



- Frosted Bite Sized Shredded Wheat
- Honey & Oat Mixers
- Honey & Oat Mixers with Almonds



- Corn Flakes
- Corn Puffs
- Crispy Rice
- Multigrain Toasted Oats
- Oat Bran Flakes
- Puffed Wheat w/Honey
- Strawberry Crispy Rice
- Toasted Oats



- Corn Flakes
- Crispy Rice



- Corn Flakes
- Crispy Hexagons
- Crispy Rice
- Frosted Bite Size Shredded Wheat
- Frosted Shredded Wheat
- Rice Flakes
- Nutty Nuggets



- Grape-Nuts
- Grape-Nuts Flakes
- Honey Bunches of Oats-Almonds
- Honey Bunches of Oats-Cinnamon Bunches
- Honey Bunches of Oats-Honey Roasted
- Honey Bunches of Oats-Vanilla Bunches



- Crunchy Corn Bran
- Oatmeal Squares (brown sugar)
- Oatmeal Squares (cinnamon)



- Corn Flakes
- Crispy Rice
- Frosted Shredded Wheat



- Corn Flakes
- Crisp Rice
- Crunchy Corn & Rice
- Frosted Bite Sized Shredded Wheat
- Nutty Nuggets

**Cannot buy:** any cereal or brand not listed or organic cereal

## Hot Cereal 12 oz package only



- Apples and Cinnamon Old Fashioned Instant Oatmeal
- Classic Old Fashioned Instant Oatmeal
- Maple and Brown Sugar Old Fashioned Instant Oatmeal



- Whole Grain Cream of Wheat



- Chocolate Hot Wheat Cereal
- Original Hot Wheat Cereal



- Instant Grits Butter Flavor
- Instant Grits Original Flavor

**Cannot buy:** any cereal or brand not listed, organic cereal

## WAYS TO BUY 36 OZ OF CEREAL

$$12 \text{ oz} + 12 \text{ oz} + 12 \text{ oz} = 36 \text{ oz}$$

$$12 \text{ oz} + 24 \text{ oz} = 36 \text{ oz}$$

$$18 \text{ oz} + 18 \text{ oz} = 36 \text{ oz}$$

$$36 \text{ oz} = 36 \text{ oz}$$

## HOW TO COMPLETE A WIC CHECK TRANSACTION:

KDHE - WIC Program, 1000 SW Jackson, Suite 220 Topeka, KS 66612-1274 - 1-800-332-6262 1120012349

Pay to the order of any Authorized Kansas WIC Vendor Only Payable through: 64-1968 United Community Bank 611 Do not use before this date: 10/05/2011

Clinic: 0 Abilene WIC Clinic-Dickinson Co 1-785-263-4179 Client: 123456789 Doe, Jane Fill in actual purchase date: 5 (Month/Day/Year) 1

AUTHORIZED FOOD - NO SUBSTITUTIONS Child 2 to 5 yr old (beans) Do not use after this date: 11/05/2011 (Month/Day/Year)

Quantity	Description
2	gallons Fat Free, skim, 1/2%, 1% or 2% Milk
36	ounces Cereal
1	64 oz container Juice (no refrigerated juices)
1	dozen Large Eggs, grade AA or A
2	14 to 16 oz cans Canned Beans

7 Cashier's Initials 6 \$ 8a X 8

Pay Exactly Vendor must Deposit by: 12/04/2011

8a X 8 Doe, Mary Sign only after price is entered

11 200 123494 106 11 19684 2506277

**"YES"** to coupons, specials and store discount cards!

**"NO"** to rain checks, refunds and IOU's.

*If you make a mistake, mark through it with a single line and write the correct information next to it.*

- 1 Check the dates in the "First Day to Use" and "Last Day to Use" boxes. Do not accept the WIC check before or after these dates.
- 2 Ask for the proper identification from the WIC customer. Proper identification is any type of photo identification, expired or valid, from the United States or other countries or a WIC Program ID card (which has no photo). Compare the customer's name on the WIC check with the name on the identification provided.
- 3 Verify the WIC customer's selection of WIC foods matches the items listed on the WIC check. Use the WIC Program Booklet as a guide; it answers questions about what is not allowed.
- 4 Ring up the WIC items. Each WIC check should be processed as a separate transaction.
- 5 Write in the date of the transaction, using only black ink pens.
- 6 Write in the amount of the transaction, using only black ink pens.
- 7 Write in your initials, using only black ink pens.
- 8 Have the customer sign in the designated box on the front of the WIC check.
  - a If the customer has previously signed the WIC check, have them sign it again off to the left of the signature line.
- 9 Return the customer's identification and offer them a receipt for their WIC purchase.

How to Complete a WIC Check Transaction (Cashier)

How to Complete a Fruit and Vegetable Check Transaction (Cashier)

WIC Check Processing (Accounting Office)

Frequently Asked Questions

Vendor Responsibilities



## FOLLOW THE STEPS BELOW TO COMPLETE A FRUIT AND VEGETABLE CHECK TRANSACTION:



- 1 Check the dates in the “First Day to Use” and “Last Day to Use” boxes. Do not accept the Fruit and Vegetable Check before or after these dates.
- 2 Ask for the proper identification from the WIC customer. Proper identification is any type of photo identification, expired or valid, from the United States or other countries or a WIC Program ID card (which has no photo). Compare the customer’s name on the WIC check with the name on the identification provided.
- 3 Verify the WIC customer’s selection of fruits and vegetables. Use the WIC Program Booklet as a guide; it answers questions about what is not allowed.
- 4 Ring up the fruits and vegetables. Customers may use multiple Fruit and Vegetable Checks towards a single purchase.
- 5 Write in the date of the transaction, using only black ink pens.
- 6 Write in the purchase amount, up to the dollar amount printed on the Fruit and Vegetable Check, using only black ink pens.
  - If the purchase amount goes over the dollar amount printed on the Fruit and Vegetable Check, the customer may pay the difference.
  - If splitting one purchase over multiple Fruit and Vegetable checks, make sure the purchase amount written on the check does not go over the dollar amount printed on the Fruit and Vegetable check.
  - If the purchase amount is less than the dollar amount printed on the Fruit and Vegetable check, write the purchase amount on the Fruit and Vegetable check. **No change shall be given.**
- 7 Write in your initials, using only black ink pens.
- 8 Have the customer sign in the designated box on the front of the Fruit and Vegetable check.
  - a If the customer has previously signed the Fruit and Vegetable check, have them sign it again off to the left of the signature line.
- 9 Return the customer’s identification and offer them a receipt for their WIC purchase.

How to Complete a Fruit and Vegetable Check Transaction (Cashier)

WIC Check Processing (Accounting Office)

Frequently Asked Questions

Vendor Responsibilities

## WIC CHECK PROCESSING

After the WIC check transaction is complete, store personnel should complete the following steps prior to depositing the check into the bank. Please ensure that:

- 1) The WIC check is reviewed with the receipt prior to depositing into the bank.
- 2) The actual purchase date and the purchased amount is written correctly on the check.
- 3) The WIC check is signed by the WIC customer using only black ink.
- 4) Your WIC vendor number is stamped on the WIC check in the appropriate box. Use black ink only in the vendor stamp.



The Kansas WIC program has an Automated Clearing House (ACH) payment process for checks that are rejected for over the allowed amount. With the ACH process, all checks that exceed the maximum amount will be returned (rejected); however your bank account will be electronically credited for the maximum amount allowed for the store's peer group. You will still incur returned check fees, if applicable, from your bank.

The benefit of ACH payments for vendors will be a quicker turnaround payment for a rejected check. **In order to implement the ACH process each vendor must complete and sign the AUTHORIZATION AGREEMENT FOR ACH TRANSACTIONS. This form can be found on the Kansas WIC website ([www.kansaswic.org](http://www.kansaswic.org)) under the Information for Vendors link on the left.**

The following are examples of vendor stamps that would get rejected by the banking system:

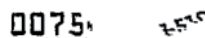
**Light Stamping:**



**Double stamping:**



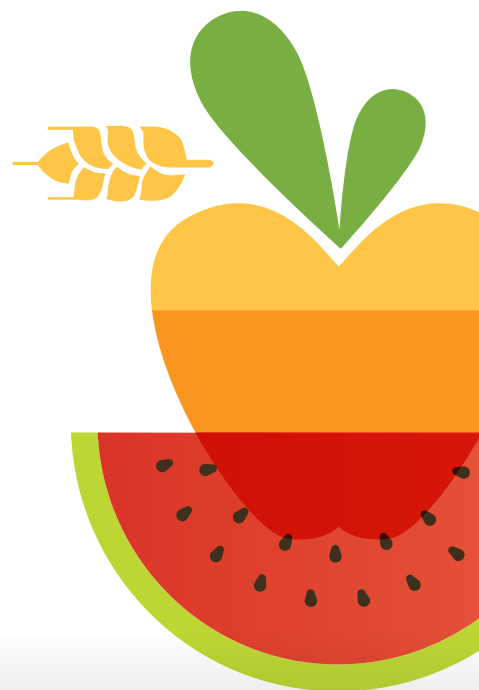
**Uneven pressure:**



After reviewing the WIC checks with the receipts and correcting any errors that you find, deposit the WIC checks into your bank by the "Deposit by" date indicated on the check.

**The store may correct any errors found prior to depositing the WIC check in the bank.**

Keep all WIC check receipts at the store location for a minimum of thirty (30) days.



There may be times when WIC checks are returned to the store by the bank due to errors.

The returned WIC checks have not been paid through the banking system. Rejected WIC checks may be sent to the State WIC office on a Request for Reimbursement form and will be considered for payment. Submitting checks on appeal does not guarantee that the appeal will be approved.

Returned WIC check reasons that **will be considered for reimbursement** include:

- over the allowed amount
- invalid vendor stamp

Returned WIC check reasons that **can be directly re-deposited at your bank** include:

- missing/illegible vendor stamp

Returned WIC check reasons that **will not be considered for reimbursement** include:

- altered check
- taken early
- taken late
- missing signature
- late deposit
- previously rejected

WIC Check Processing (Accounting Office)

Frequently Asked Questions

Vendor Responsibilities

## FREQUENTLY ASKED QUESTIONS

**Q: Can I substitute another brand if our store is out of the brand on the WIC Program Booklet?**

**A:** No. Substitutions are never allowed. If your store is out of the specific brand the client wants, the client can go to a different WIC authorized vendor.

**Q: What if a WIC customer has an expired photo ID, a photo ID from another country or a school ID with a photo on it?**

**A:** All of the photo ID's listed above would be considered an acceptable form of ID for a WIC customer. Proper identification is any type of photo ID, expired or valid, from the United States or other countries or a WIC Program ID card (which has no photo).

**Q: If a check is processed at the cash register and is not signed by the WIC clients, what can the bookkeeper do?**

**A:** This issue must be resolved prior to the check being deposited in the bank. Vendors should contact their Local Agency and ask about the local procedure on correcting this situation. If the check is deposited, there is no fix for the problem and no payment will be issued to the vendor.

**Q. What if I make a mistake on a WIC check or Fruit and Vegetable Check?**

**A.** When incorrect information is entered on a WIC check or Fruit and Vegetable Check, draw a single line through the incorrect information and write the correct information above and initial the change.

Please **do not** scribble over the incorrect information or use "white out" to cover up the incorrect information and then write the correct information over it.

**Q. What if the customer doesn't have the money to pay the difference with a Fruit and Vegetable Check?**

**A.** The dollar amount listed on the Fruit and Vegetable Check is the maximum allowed towards that customer's purchase of fruits and/or vegetables. If the customer doesn't have any other form of payment, then items will have to be removed from the customer's order. In this situation, the total amount purchased must be equal to or lower than the amount printed on the Fruit and Vegetable Check. Remember, a WIC customer does not get change if they do not spend the maximum amount allowed on a Fruit and Vegetable Check.

**Q. What if my store is out of a WIC food item?**

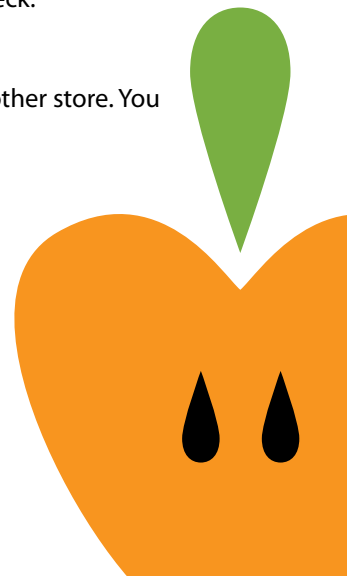
**A.** If your store is out of an authorized WIC food item, you must tell the WIC customer to come back later or go to another store. You may not issue rain checks or IOUs for out-of-stock items.

**Q: Who should the vendor call when a situation arises?**

**A:** Vendors should contact their **Local WIC Agency** for concerns regarding complaints, minimum stocking exemptions for infant formula and general program questions.

Contact **Brad Iams (785-296-0093)** at the State WIC Agency when issues arise with WIC checks or price changes in WIC approved foods.

Contact **Sandi Fry (785-296-1327)** if you have changed ownership, need WIC supplies for your store (i.e. door decals, new vendor stamp, shelf labels, etc.), training materials and policy questions.



## VENDOR RESPONSIBILITIES

It is the responsibility of the WIC vendor to follow the policies and procedures of WIC. These responsibilities include, but are not limited to, the following:

1. Comply with requirements specified in the Vendor Participation Contract and the Kansas WIC Vendor Manual.
2. Purchase infant formula from the Approved List of Infant Formula Wholesalers/Retailers/Manufacturers only.
3. Accept and process WIC checks only within the confines of the store.
4. Ensure that a minimum stock of WIC foods with future expiration dates is on the shelves at all times. Certain exceptions are allowed.
5. Post the "We Accept WIC Checks" door decal in a highly visible location on or near entrances to the store.
6. Assure that WIC clients purchase only WIC foods identified in the approved foods section of the WIC Program Booklet.
7. Give all WIC clients the same service and the same courtesies as non-WIC customers.
8. Deposit all properly redeemed WIC checks prior to the "Vendor Must Deposit by Date" printed on the face of the check.
9. At least one employee is to attend and complete all required training. That employee is then responsible to train all store employees on WIC procedures and distribute WIC materials.
10. Keep the current WIC Program Booklet at each cash register.
11. Submit timely, accurate Quarterly Price Assessments (QPA) of listed foods as required by the State Agency.
12. Cooperate with WIC officials when the store is being evaluated or monitored.
13. Do not use any incentives, "give aways", specials, or the like, for the purpose of encouraging or otherwise enticing WIC clients to redeem their WIC checks at the store.
14. Notify the Local WIC Agency or the State Agency in writing at least fifteen (15) days in advance of when the store ceases operation, changes ownership, name, or location. In these instances, except for a name change and/or close proximity location change, the State Agency shall terminate the vendor contract.
15. Compliance with the vendor selection criteria must be maintained throughout the contract period, including any changes to the criteria.



Kansas Department of Health and Environment  
Bureau of Family Health  
Nutrition and WIC Services  
1000 SW Jackson, Suite 220  
Topeka, KS 66612

[www.kansaswic.org](http://www.kansaswic.org)

This institution is an equal opportunity provider and employer.

*The information in this booklet is subject to change.*